

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Accounting Technician II (Position #6-6)  
**LOCATION:** Craven County Health Department  
**HIRING RANGE:** \$29,496 - \$30,914  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** July 23, 2014  
**DATE AVAILABLE:** August 16, 2014  
**CLOSING DATE:** Open Until Filled

### **PRIMARY PURPOSE OF POSITION:**

Primary purpose of this position is to review, analyze and code diagnostic and procedural information that determines Medicaid, Medicare and private insurance payments by ensuring ICD9, ICD10, and HCPCS coding is correct. Along with the primary task, the incumbent must be able to perform all billing activities within the Administration Unit so as to provide coverage when absences occur. To execute sound judgment when dealing with State fiscal management the incumbent is to be onboard of current State and Federal reimbursement guidelines and procedure codes required for clinical reimbursement through all insurance levels.

### **ESSENTIAL JOB FUNCTIONS:**

This position will have the responsibility of working with Medicaid denials and resubmitting claims in a timely manner. The incumbent will ultimately be a contact for clinical employers with questions regarding billing for services regarding all patient insurances.

### **ADDITIONAL JOB FUNCTIONS:**

During times of staff shortages this position will assist the administration area in handling additional accounting functions as required.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Graduation from a high school including or supplemented by basic courses in bookkeeping or accounting and three years' experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Completion of a one or two year business course in an accredited community college or business school including or supplemented by basic courses in bookkeeping or accounting may be substituted for two and three years of the required experience respectively.) Prior billing experience dealing with Medicaid, Medicare and private insurance is highly desirable. Incumbent must have good communication skills (oral and written) and strong analytical skills.

### **HOW TO APPLY:**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

